

LOWER MILFORD TOWNSHIP

--BOARD OF SUPERVISORS--

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Richard D. Harris, Chairman
Donna L. Wright, Vice-Chair
William G. Roy, Supervisor

RECORDS REQUEST FORM

DATE REQUESTED: _____

REQUEST SUBMITTED BY: E-MAIL U.S. MAIL FAX IN-PERSON

NAME OF REQUESTOR: _____

STREET ADDRESS: _____

CITY/STATE/COUNTY (Required): _____

TELEPHONE (Optional): _____

RECORDS REQUESTED: (Provide as much specific detail as possible so the agency can identify the information.)

DO YOU WANT (Check One): COPIES? _____ CERTIFIED COPIES(\$1 extra per)? _____

TO INSPECT THE RECORDS? _____

RIGHT TO KNOW OFFICER:

DATE RECEIVED BY THE AGENCY:

AGENCY FIVE (5)-DAY RESPONSE DUE:

**Public bodies may fill anonymous verbal or written requests. If the requestor wishes to pursue the relief and remedies provided for in this Act, the request must be in writing. (Section 702.) Written requests need not include an explanation why information is sought or the intended use of the information unless otherwise required by law. (Section 703.)

I have received documents of the above request on _____ DATE _____.

SIGNATURE